

Official Record Copy  
Office of Personnel

OP MEMORANDUM NO. 20-22-2

5 June 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Processing of SIS Assignment Nominations

REFERENCE: (a)   
(b)

RESCINDS: OP Memorandum No. 20-22-1  
OP Notice No. 20-83-11

1. Introduction

This memorandum contains the current procedures for processing nominations for Senior Intelligence Service (SIS) assignments. The procedures below are similar to those outlined in Reference (a) for use in the preparation of recommendations to change the rank of SIS employees and in the nomination of candidates for the Senior Intelligence Service. These procedures do not apply to intra-directorate assignments of SIS-01 and -02 personnel which may be approved by the Deputy Directors in accordance with SIS Notice No. 22. These latter actions no longer require name checks and may be sent directly to the SIS Support Staff/OP for processing.

2. Responsibilities of Components

Components will be responsible for carrying out the following procedures in preparing nominations for Senior Intelligence Service assignments which require approval of the ExDir, DDCI or DCI.

- a. Ensure that name checks are conducted with the Office of Inspector General, the Office of Medical Services, the Office of Security and the Special Activities Staff/OP prior to forwarding the assignment nominations directly to the approving authority. The nomination will be routed from the approving authority to the Director of Personnel via the SIS Focal Point Officer for processing.
- b. Include a certification in the Remarks Section of the Request for Official Personnel Action (Form 1152) that name checks with no adverse results have been conducted by the Office of Inspector General, the Office of Medical Services, the Office of Security and the Special Activities Staff/OP.

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If a Form 1152 is not included at the time of nomination, the certification will be included in the nomination package.

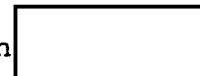
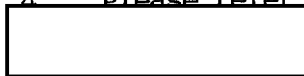
- c. Components are no longer required to include a concurrence line for the Director of Personnel in the nomination memorandum.
- d. Components are reminded to abide by the provisions of Reference (b) regarding assignments to positions of higher grade and Personal Rank Assignments (PRA's). Requests for exceptions to these provisions must be justified in the assignment nomination.

### 3. Responsibilities of the Office of Personnel

The appropriate staffs within the Office of Personnel will be responsible for carrying out the following procedures in processing nominations for all Senior Intelligence Service assignments:

- a. Conduct an administrative review of the proposed action to ensure that an appropriate SIS position exists to effect the assignment and that the policy provisions of References (a) and (b) are met. If the action does not conform to established policy and procedures, the Office of Personnel will contact the component personnel officer to attempt to resolve the problem.
- b. Advise the approving authority of any factors which might warrant reconsideration of the planned assignment.

4. Please refer any questions to the SIS Focal Point Officer on



Robert W. Magee /  
Director of Personnel

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